

## Section 11.7.3 FUNCTIONS MENU

### Distribution Inquiry By Employee

Purpose	This section provides the procedures to inquire on posted, changed and unposted distribution detail transactions by using the <b>Distribution Inquiry by Employee</b> window.
Window Name	Distribution Inquiry by Employee
Reminders	<ol style="list-style-type: none"><li>1. The Distribution Inquiry by Employee window is accessed through the <u>F</u>unctions, <u>D</u>istribution Inquiry by Employee items on the menu bar.</li><li>2. The Distribution Inquiry by Employee window consists of the following tabs:<ul style="list-style-type: none"><li>■ Selection - The Selection tab contains a Selection Criteria window and a Selection List window. This allows the user to enter selection criteria to narrow the focus of an inquiry. The Selection Criteria entered depends on whether the user is selecting by department/agency or employee. Once the selection criteria has been selected or entered and the Select button clicked, the information is displayed in the Selection List window. The user may then highlight a transaction and click on the other tabs.</li><li>■ Detail Dist - The Detail Distribution tab displays all the detail distribution information of a transaction that was highlighted on the Selection List window for an employee.</li><li>■ Pay Type - Displays employee distribution of direct labor or labor additive type of distribution.</li><li>■ Coding Block - Displays employee's coding blocks for direct labor or labor additive type of distribution.</li></ul></li></ol>
References	No specific references.

## Selection Tab

The following window is displayed when Functions, Distribution Inquiry by Employee is selected from the Menu bar. The steps are described on the following page.

**Selection Criteria**

1 Department: [ ] 2 Agency: [ ] 3 TKU: [ ] 4 PP End Date: 11/11/00

5 SSN: -- Name: Feak

6 Distribution Type: ☒ Direct Labor ☐ Labor Additive ☐ Equipment Usage

7 Select

**Selection List**

Dept	Agy	TKU	Name	SSN	Eff Dt
03	01	006	FEAK, ARIE GARY	030102071	12/27/1999

8

<= => Close

Ready

## DCDS Input Procedures

### Selection Tab (Selection Criteria)

Follow the steps below to select the employee distribution transaction to view.

Step	Field Name	Action
<b><i>To select using the department/agency option, enter the following:</i></b>		
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.  <b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	TKU	Select the appropriate Timekeeping Unit (TKU) from the dropdown list or enter the TKU.
4	PP End Date*	The last day of the previous pay period will automatically display. Select the appropriate pay period end date.
<b><i>To select using the employee's Social Security Number or name option perform the following:</i></b>  <b><i>Delete the department code and press the tab key, this will position the cursor in the PP End Date, enter or select the pay period end date, press the tab key again, the cursor will then be positioned in the SSN field.</i></b>		
5	SSN/Name	Enter the employee's Social Security Number or the employee's last name (or partial name)

*\*indicates a required field that must be entered*

**Selection Tab (Selection Criteria)**

Step	Field Name	Action
<b><i>The following must be entered for <u>both</u> options:</i></b>		
6	Dist Type*	<p>Click on one of the following radio buttons to select which distribution type will display:</p> <ul style="list-style-type: none"> <li>■ Direct Labor - displays labor distribution transactions</li> <li>■ Labor Additive - displays labor additive (overhead) transactions</li> <li>■ Equipment Usage - displays equipment usage transactions</li> <li>■ All Distributions - displays all transactions</li> </ul> <p><b>Note:</b> Direct Labor is the default.</p>
7	Select Button	<p>Click on the Select button (or press Alt + L). This displays a list of transactions in the Selection List window which match the selection criteria.</p> <p><b>Note:</b> If the select was for a single employee, the transaction will already be highlighted in the Selection List window. The user may then click on the other tabs (Detail Dist, Pay Type or Coding Block).</p>
8	Selection List Window	Highlight the transaction to be viewed, then click on appropriate tab.

*\*indicates a required field that must be entered*

**Selection Tab (Selection List)**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Dept	The employee's department.
Agy	The employee's agency.
TKU	The employee's Timekeeping Unit (TKU) number.
Name	The employee's name.
SSN	The employee's Social Security Number.
Eff Dt	The Effective Date of a coding block.

## Detail Distribution Tab

The following window is displayed when the Detail Dist tab is clicked from the Selection tab. The fields displayed are described on the following pages.

DCDS 32 - [Distribution Inquiry by Employee]

File Edit Options Functions Params Reports Window Help

Selection Detail Dist Pay Type Coding Block

Name: FEAK, ARIE GARY SSN: 030-10-2071 PP End Date: 11/11/00  
Dept: 03 Agency: 01 TKU:006

Employee Labor Detail Distribution

Name:	SSN:	Dept:	Agy:	TKU	PP End Dt	Posted	Chgd	Hours	Obj Cd	Pay Type	Document ref.	CB Source 1	CB Source 2	Amount	AY	Index	PCA	Fund	Appr	Grant	Ph AG1	Project Ph	AG2	AG3	Multi
-------	------	-------	------	-----	-----------	--------	------	-------	--------	----------	---------------	-------------	-------------	--------	----	-------	-----	------	------	-------	--------	------------	-----	-----	-------

<= => Close

Ready

**Detail Distribution Tab**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Name, SSN, Dept, Agy, TKU, PP End Date	Employee's name, Social Security Number, Department, Agency, Timekeeping Unit and Pay Period End Date.
Posted	A '✓' displays if the transaction has posted.
Chgd	A '✓' displays if the transaction has been changed in R★STARS.
Hours	The number of hours for each distribution.
Obj Cd	The object code for each distribution.
Pay Type	The pay type code for the distribution.
Document Ref	The Document Reference is a six-character code which identifies a Gross Pay Adjustment (GPA). The first three characters make up the GPA Reason Code (TAA represents a Data Collection Adjustment). The last three letters indicate whether a DCDS adjustment was negative "DCN" or positive "DCP."
CB Source 1	<p>The source of the distribution coding block. One of the following displays:</p> <ul style="list-style-type: none"> <li>■ <b>TS</b> - coding block reported on the timesheet in DCDS</li> <li>■ <b>DD</b> - default distribution defined as the Standard coding block</li> <li>■ <b>MC</b> - Labor Distribution Adjustment</li> <li>■ <b>PI</b> - coding block recorded on a Gross Pay Adjustment</li> </ul>
CB Source 2	<p>The secondary source of the distribution coding block from one of the crosswalks. If applicable, one of the following displays:</p> <ul style="list-style-type: none"> <li>■ <b>TC</b> - TKU Crosswalk</li> <li>■ <b>PC</b> - Project Crosswalk</li> <li>■ <b>GC</b> - Grant Crosswalk</li> <li>■ <b>CC</b> - Coding Block Crosswalk</li> </ul>

## Detail Distribution Tab

Field Name	Description
Amount	The dollar amount for each transaction.
Coding Block Elements	The applicable coding block elements for each distribution.

## Pay Type Tab

The following window is displayed when the Pay Type tab is clicked from the Distribution Detail by Employee window. This window displays employee distribution when Direct Labor or Labor Additive Distribution Type was selected from the Selection Criteria window. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Labor Distribution Detail by Employee - via LD Detail". The sub-window has four tabs: Selection, Detail Dist, Pay Type (which is selected and highlighted with a red border), and Coding Block. Below the tabs, the following information is displayed: Name: Fiala, Darliner; SSN: 030-30-2200; PP End Date: 7/13/96; Dept: ; Agency: ; TKU: . Below this is a table titled "Employee Labor Distribution by Pay Type". The table has five columns: Pay Type Group, Pay Type, Obj Cd, Hours, and Amount. The data is as follows:

Pay Type Group	Pay Type	Obj Cd	Hours	Amount
L&I	DB	4075	0	\$10.75
	FI	3875	0	\$150.43
	FM	3885	0	\$35.18
	HA	3945	0	\$107.02
	IA	4120	0	\$25.11
	LU	4125	0	\$20.32
	RE	3895	0	\$387.37
	VB	4105	0	\$2.05
L&I Total:				\$738.23

At the bottom of the window are navigation buttons (left arrow, right arrow) and a "Close" button. The status bar at the very bottom shows "Ready".

**Pay Type Tab**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Pay Type Group	The pay type group for each distribution.
Pay Type	The pay type for each distribution.
Obj Cd	The object code for each distribution.
Hours	The number of hours for each distribution.
Amount	The dollar amount for each distribution.

## Coding Block Tab

The following window is displayed when the Coding Block tab is clicked from the Distribution Detail by Employee window. This window displays to verify employee's coding blocks when Direct Labor or Labor Additive Distribution Type was selected from the Selection Criteria window. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 32" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Distribution Detail by Employee - via LD Detail". The "Coding Block" tab is selected. The window displays employee information: Name: Wilson, Blondie; SSN: 300-22-0101; PP End Date: 11/11/00; Dept: 07; Agency: 01; TKU: 713. Below this is a table titled "Employee Labor Distribution by Coding Block".

Pst	Chg	Amount	AY	Index	PCA	Fund	Appr	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi
<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$4,522.09	01	12007	12007	0110	01101								
Employee Total:		\$4,522.09													

At the bottom of the window are navigation buttons "<=" and "=>" and a "Close" button. The status bar at the very bottom reads "Ready".

**Coding Block Tab**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Posted	Displays a '✓' if the distribution has posted in R★STARS.
Chg	Displays a '✓' if a change in the coding block has occurred R★STARS.
Amount	The dollar amount for each distribution.
Coding Block Elements	The applicable coding block elements for each distribution.